

# Naples Central School

## NOTICE OF JOB OPENING

**DATE:** March 10, 2021

**POSITION:** *STUDENT HELPER*

**NUMBER of POSITIONS:** Four

**STUDENT HELPER to work in Maintenance Department as a Cleaner**

**WORK LOCATION:** Naples Central School – Elementary and/or High School Buildings

**HOURS:** 3:30 p.m. to 5:30 p.m.

**SALARY:** \$12.50/hr.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position is for current high school or college students and involves responsibility for assisting school staff members in a wide range of tasks that do not require certified personnel. The employee works under the immediate supervision of a professional staff member. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Performs routine manual work. Sweeps and mops floors and stairs; Dusts woodwork, furniture and other equipment; Washes windows, walls, sinks, and other fixtures; Polishes furniture and metal furnishings; Empties wastebaskets, collects and disposes of rubbish; May perform a variety of grounds keeping tasks; Arranges chairs and tables and other equipment for special use of building; Replaces light bulbs.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Interest in working with people; ability to get along with others; dependability; ability to understand and follow directions; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** None

### **APPLICATION PROCEDURE:**

Application forms are available online at [www.naplescscsd.org](http://www.naplescscsd.org) under the District Tab: Job Opportunities

***There are two parts to the application procedure:***

1. Submit your completed [Naples Central School Employment Application](#) to:

Naples Central School  
136 North Main Street  
Naples, NY 14512  
Attention: Chad Hunt, Director of Facilities & Transportation

2. Submit your Ontario County Civil Service form through the Ontario County website.

***Just go to <https://ontario-portal.mycivilservice.com/> and under Current Vacancies, click on the Student Helper (Naples CSD) position to apply.***

The Naples Central School District offers employment opportunities without regard to sex, race, color, national origin or handicap. Inquiries regarding this nondiscrimination policy may be directed to: Title IX Coordinator, c/o Naples Central School, 136 North Main Street, Naples, NY 14512.